

Overtime & Night Differential Calculator & Certification Form

Employee Name (Last, First):

Pay Period Ending Date:

Site/Project Name:

DAY	DATE	START	END	LUNCH	DINNER TIME TAKEN WITHIN WORK PERIOD	DINNER PERIOD HOURS	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK	OVERTIME	NIGHT DIFFERENTIAL
SUN	12/11/16										
MON	12/12/16						8.00				
TUE	12/13/16						8.00				
WED	12/14/16						8.00				
THU	12/15/16						8.00				
FRI	12/16/16						8.00				
SAT	12/17/16										
SUN	12/18/16										
MON	12/19/16						8.00				
TUE	12/20/16						8.00				
WED	12/21/16						8.00				
THU	12/22/16						8.00				
FRI	12/23/16						8.00				
SAT	12/24/16										
						TOTALS:	80.00	-		-	-

I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Employee Signature_____

Date_____

6:00 AM

6:00 PM

Leave

0.25

0.50

0.75

1.00

1.25

1.50

1.75

2.00

2.25

2.50

2.75

3.00

3.25

3.50

3.75

4.00

4.25

4.50

4.75

5.00

5.25

5.50

5.75

6.00

6.25

6.50

6.75

7.00

7.25

7.50

7.75

8.00

Yes

No

ND

Employee Supervisor Signature_____

Date_____

R7 ROUTING:

(1) Employee completes/signs

(2) Timekeeper for PPL review/entry/rev

(3) Supervisor for signature and PPL approval

(4) Timekeeper for file retention

Lunch

Activity

0.50 Katrina Admin: AZ

1.00 Katrina Field Ops.: B5

Rita Oil & Haz. Mat : C3

Rita Field Ops.: C5

Dinner

0.25

0.50

0.75

1.00

No

Leave

0.25

0.50

0.75

1.00

1.25

1.50

1.75

2.00

2.25

2.50

2.75

3.00

3.25

3.50

3.75

4.00

4.25

4.50

4.75

5.00

5.25

5.50

5.75

6.00

6.25

6.50

6.75

7.00

7.25

7.50

7.75

8.00